



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RETIREMENT SYSTEM COUNSELOR III

Job Number: 21001307

Job Code: 37760V160901

Job Group: 3700 - INDUSTRIAL COMPENSATION AND INSPE

Job Established: 09/01/2016

Job Revised:

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under general direction, performs complex administrative duties in providing consultative services to active and retired members of a retirement system for state and local government employees and the agencies participating in the retirement system. Insures compliance with retirement laws and regulations; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have two years of administrative experience in a retirement system.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in public or business administration, wage and/or claims reporting, investigations or auditing will substitute for the education on a year-for-year basis. Administrative and/or clerical experience within a retirement system will substitute for the bachelor's degree on the basis of one year of experience for two years of college.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs technical duties in the interpretation and application of the laws and regulations of a state- administered retirement systems for state and local government employees to participating agencies and members. Instructs participating agencies in the proper procedures to inform employees of retirement systems information, to maintain correct records, files and reporting procedures. Explains retirement benefits and programs to participating and non-participating agencies. Explains means by which non- participating agencies may join the retirement systems. Reviews non-participating agency's set-up to determine eligibility for participation. Consults with and provides technical assistance to agency officials. Provides counseling services, both in the central office and at designated sites, to members and beneficiaries concerning service retirement, disability retirement, medical insurance coverage, survivor benefits, and account management. Researches and solves problems with participation or service involving a review of employment records and interpretation of current and past retirement laws. Audits agency and member records and adjusts records and benefits based on the audit insuring compliance with laws governing retirement coverage, wage and service reporting. Recommends procedural improvements and changes in informational materials. Assists in determining impact of new retirement laws and assists in implementation of changes. Reviews and handles more complex accounts involving application of special statutory provisions and reciprocity between state-administered retirement systems. Prepares statistical and narrative reports and answers questionnaires from public and private agencies. May participate in pre-retirement conferences as speaker. Assists in performing final audits of retired member accounts. Collects delinquent contributions from agencies and members. Receives, reviews, and processes applications for service retirement, disability retirement, survivor benefits, death benefits, and health insurance. Checks direct deposits and tax withholding forms, as well as address changes. Calculates and processes complex adjustment to retirement accounts. Checks cases and work prepared by other employees. Balances and processes payroll updates. Processes health insurance refunds from companies and handles/ resolves complex insurance issues.

UNIQUE PHYSICAL REQUIREMENTS:

NONE

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.